

Classified
 Date: 10/11/53
 Next Review Date:
 AUTH: 78-3

10 November 1953

MEMORANDUM FOR: Colonel White

SUBJECT : Pick-up of Foreign Books, Newspapers, and Periodicals
 From the State Department

1. In accordance with your request, I have looked into this matter. This involved obtaining from Logistics detail on the operation and discussions with General Services in regard to their assumption of the function.

2. As a result of its experience on this operation, Logistics advises:

a. One trip is made each day between the hours of 12:00 noon and 4:00 p.m.

b. A panel truck, a driver, and two laborers are required for the operation.

c. The job requires about 2½ hours per day.

d. The average load is 17 bags, each weighing approximately 100 pounds.

e. The bags are picked up from a room on the first floor of the State Building, 21st and E Streets, N. W., moved to a loading platform, and loaded into the truck.

f. The truck is driven to Temporary Building in N. E. Washington. This trip requires about 30 minutes.

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g. At Building the bags are unloaded to a loading platform and then carried to the second floor of that Building.

h. The empty bags are collected from the second floor of loaded in the truck and taken to Annex No. 1 of the State Department located at 23rd and E Streets, N. W.

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i. The bags are unloaded at Annex No. 1, and the operation is finished.

j. Neither the State Department or CIA personnel provide any assistance in connection with the operation. All loading and unloading is performed by the truck crew. Also neither location has any facilities to assist in the operation, such as hand trucks, dollies, etc. As a result, the bags must be carried or dragged.

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k. The Logistics truck and crew comes in from the [REDACTED] Warehouse. This adds an additional hour to the 2½ hours required for the actual operation.

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l. Logistics advises this is an uneconomical operation and it is performed at the expense of the Warehouse activity.

3. The matter was discussed with General Services, and the following was developed:

a. GSO has a panel truck and driver, which as the result of adjustment of present operations could be used for this pick-up.

b. The carrying of the bags which are heavy is a laboring job and the type of a job a mail clerk or a courier should not perform. While certain of these couriers might be willing to do the job as a temporary expedient, they would not continue to do so and should not be asked to do so. This view is concurred in by the Personnel Division.

c. That because of the weight of the bags and as they have to be carried or dragged up a flight of stairs, this is a two man job.

d. GSO advised it does not have any laborers on its present T/O. They also advised they could not give up two slots to provide for two laborers. They would agree, however, to give up one courier slot which would be available for a laborer

e. GSO can use this laborer job when not required for this operation in its Records Office, which now involves a considerable amount of work which should be performed by labor personnel.

4. After considerable discussion, during which GSO was urged to review its entire personnel and to release two slots to be available for laborers, it was agreed to present the following for your review. In this connection, I might add I advised GSO it was extremely doubtful if you would agree to increase their T/O even to one more.

a. GSO to provide one panel truck, one driver, and one laborer, provided that the classifications in their activity could be changed to include a laborer classification. This would be done without any increase in the T/O of GSO.

b. The T/O of GSO be increased by one laborer or one laborer be obtained on loan from Logistics.

5. This proposal indicates General Services would provide the truck and two-thirds of the personnel without any increase in T/O or expenses. It is my recommendation that General Services be requested to take on the activity and to obtain the additional laborer from Logistics on a loan basis, pending the determination of [REDACTED] and myself as to what is to be done in connection with a reduction in their T/O.

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